

**TECHNICAL WORK MAY NOT BEGIN PRIOR TO CO APPROVAL**

NASA/GODDARD SPACE FLIGHT CENTER

**REQUEST FOR TASK PLAN / TASK ORDER**

CONTRACTOR	CONTRACT NO. / TASK NO.	JOB ORDER NUMBER	APPROPRIATE
<b>OSS Group, Inc.</b>	NAS5- <b>99124</b> TASK NO. <b>275</b> AMENDMENT	<b>560-039-02-04-89</b>	<b>00</b>

TASK TITLE: (NTE 80 characters; include Project name)

**Code 560 LAN Administration**

APPROVALS: (Type or print name and sign)			
ASSISTANT TECHNICAL REPRESENTATIVE (OR TASK MONITOR)		DATE	ORG CODE
Deborah A. Clark <i>Deborah A. Clark</i>		5/5/00	560
BRANCH HEAD		DATE	PHONE
John H. Day <i>John H. Day</i>		5/8/00	301-286-7148
CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)		DATE	PHONE
Robert S. Lebair, Jr. <i>Robert S. Lebair, Jr.</i>		5/8/00	301-286-6588
FLIGHT HARDWARE, CRITICAL GSE OR SOFTWARE? (IF YES, NEED CODE 303 CONCURRENCE NEXT BLOCK)		DESIGNATED FAM:	
<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES			

The contractor shall identify and explain the reason for any deviations, exceptions, or conditional assumptions taken with respect to this Task Order or to any of the technical requirements of the Task Order Statement of Work and related specifications. The contractor shall complete and submit the required Reps and Certs.

(To be completed by Contracting Officer)

C.O. Requested Quote on:

Date: **MAY 10 2000**

Contractor will develop specification or statement of work under this task for a future procurement.	<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES
Flight hardware will be shipped to GSFC for testing prior to final delivery.	<input type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A
Government Furnished Property/Facilities:	<input type="checkbox"/> NO <input checked="" type="checkbox"/> YES -- SEE LIST OF GFP (offsite only) / FACILITIES (onsite only)
Onsite Performance:	<input type="checkbox"/> NO <input checked="" type="checkbox"/> YES      If yes: <input checked="" type="checkbox"/> TOTAL <input type="checkbox"/> PARTIAL If partial, indicate onsite work in SOW by asterisk (*)
Surveillance Plan Attached:	<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES
Highlighted Contract Clauses:	(to be completed by Contracting Officer)

The effective date of this task order shall be the date of the Contracting Officer's signature below.

**INCENTIVE FEE STRUCTURE (check one)**

(See Contract NAS5-99124, Attachment K, Incentive Fee Plan) /

	No. 1	<input checked="" type="checkbox"/> No. 2	No. 3	No. 4	No. 5
Cost	10%	50%	25%	25%	%
Schedule	15%	25%	25%	50%	%
Technical	75%	25%	50%	25%	%

(To be completed by Contracting Officer)

The target cost of this task order is \$ 86,455.

The target fee of this task order is \$ 5,619.

The total target cost and target fee of this task order as contemplated by the Incentive Fee clause of this contract is \$ 92,074.

The maximum fee is \$ 8,213.

The minimum fee is \$0.

**AUTHORIZED SIGNATURE:**

THIS TASK ASSIGNMENT IS ISSUED ACCORDING TO THE CONTRACT CLAUSE "TASK ASSIGNMENTS AND REPORTS"

*Elizabeth J. Austin*  
SIGNATURE OF CONTRACTING OFFICER

*6/21/00*  
DATE

**ELIZABETH J. AUSTIN**  
**CONTRACTING OFFICER**

TYPED NAME OF CONTRACTING OFFICER

**CONTRACTOR'S ACCEPTANCE:**

AUTHORIZED SIGNATURE

DATE

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CONTRACTOR

CONTRACT NO. / TASK NO.

QSS Group, Inc.

NAS5-

99124

TASK NO.

275

AMENDMENT

Applicable paragraphs from contract Statement of Work:

**STATEMENT OF WORK:** (Continue on blank paper if additional space is required)

The contractor shall provide LAN administration services to Code 560:

1. Provide technical assistance in response to user requests.
2. Maintain Code 560 server.
3. Repair workstations and PCs on an emergency basis.
4. Install software/hardware per user request and resolve problems with existing software/hardware.
5. Assist users with network account/login problems.
6. Submit applications for Pop mail accounts.

Server, PC, printer, software, etc. will be provided by the government.

**PERFORMANCE SPECIFICATIONS:**

Monthly Technical Progress Report format in accordance with the contract.

**APPLICABLE DOCUMENTS:**

None.

**TASK END DATE:** 5/31/01

**MILESTONES/DELIVERABLES AND DATES:**

Monthly Technical Progress Report: due 15th of the month  
Weekly Status Meeting with ATR

**PERFORMANCE STANDARDS:**

**Schedule:** On-time delivery/completion of the above deliverables/milestones

**Technical:** ATR's acceptance of the above

**FINAL DELIVERY DESTINATION (NAME, BLDG, ROOM):**

Deborah A. Clark, building 23, room S120A